

North Carolina Cost Share Programs Review Summary
(month, year)

County	Washington	Date of Previous Review/Report	
District Staff Name(s)	Martha Prinsloo (hire 3/1/2017)	Date	3/12/18
NRCS Staff Name(s)	None		
Division Representative(s)	Tom Hill		
Additional Participants	None		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	4 th Monday of the month, 8 a.m.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted on door and newspaper 1 week before.		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is “needed and feasible” and then developing the conservation plan.				X	Staff takes applications, makes site visit, determines the needs, discusses with the applicant, develops the contract, ranks according to the priority ranking form, develops the contracts, and performs the work to implement		X			
Does the district provide technical assistance without cost share funds?	X				Significant assistance provided including beaver management (outside BMAP program), drainage issues, aquatic weed issues, conservation, clearing and snagging every year, disaster relief, and emergency management.		X			
What type of technical assistance is provided without cost share funds?				X	See above		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Follows procedure		X			
Are application motions/decisions recorded in the board minutes?				X	Yes		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already “adopted” the practice? Is your district using the self-certification for incentives form provided by the division?				X	Calls the adjoining counties to ensure caps are not exceeded and discusses with FSA office. Issues prior to new staff hire (3/1/17). Uses self-certification form.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Discusses with FSA office by checking farm tax ID and “word of mouth” or knowledge of the farmers in the county. (potential issues with previous employee, new staff hired 3/1/17).		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	After the ranking is performed and the application is approved. Soils information, soil loss, and other pertinent information provided to the applicants.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Face to face discussion at the time of the signatures for the contract. Field visit after Division approval to let them know work can begin.		X			
Describe the district/board’s procedure for approving supervisor contracts.				X	Supervisor recuses themselves, then goes to the Commission		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes; one supervisor actually had to wait for another board meeting as a quorum was not present.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Each contract is discussed		X			

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Are contracts reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes		X			
What procedures do you follow for notifying the applicant that work can begin?				X	See above section, same processed used.		X			
What information do you provide the applicant?				X	Copy of BMP standards, the plan and contract. Soils information given often.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	With land smoothing, survey is performed and adjustments made in the field. Some BMPs such as cover crop, etc the worksheets and/or specifications are provided.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	Most BMPs installed in Washington are cover crops, scavenger crops, and land smoothing. These are almost always installed in the fall. This 1/3 performance may not always be completely applicable due to the seasonal nature of these BMPs. Applicants are aware however as staff contacts them in summer to discuss upcoming year's work to be performed. This past year 5 of 7 applicants performed on time..		X			

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If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	Not really applicable, see above.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	Take photos of cover crops, document survey of the land smoothing. Photos put in digital file, paper copies kept with folders.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Use FSA maps (no USDA computer, so Toolkit cannot be used)		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Not applicable		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes, voted on.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	N/A		X			

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How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (See Spot Check Policies for each program)				X	Few supervisor contracts, one this upcoming year, NRCS will perform. It should be noted however that there is one NRCS employee for multiple counties now (up to ten districts).		X			

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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	No out of compliance situations. Again, mostly cover crop and landsmoothing are the big BMPs installed.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Will be discussed at Board meeting. There have been no issues to date.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Not applicable.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Not applicable		X			
Is the district notifying the division of non-compliance and resolutions?				X	Not applicable, will follow policy		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										

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Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Yes, all funds encumbered this past year in one board meeting (November). Washington had 21 applicants and could only approve 7 this past year.		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	Yes		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?			X		Bank statements provided at each board meeting to members. Receipts kept and filed. Internal audit performed by staff. Recommendation to have audit performed by an outside entity. Staff person is not a signatory however.	X				
Who in the office does work for Cost Share Programs?				X	Martha Prinsloo (hired 3/1/17) Keith Sawyer was previous employee.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?			X		See above, staff person not a signatory.	X				
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Staff does not have JAA at this point. Staff in adjoining district or NRCS person signs RFP forms. Staff has inquired about JAA, but at the present time NRCS is having difficulty making it to Washington County. NRCS staff is responsible for 10 districts at the current time.		X	Should the NRCS staffing situation improve, staff will make every effort to obtain the necessary JAA to perform the job.		

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										
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General Contract Summary										